

Guide for Manufacturing Housing

Manufactured housing built under HUD requirements application and plan requirements:

The procedure is the same as for any other single family residence:

1. Obtain a Zoning permit or letter of approval from your local township Zoning department. Have the Zoning state that your project is exchanging "like for like", if appropriate.
2. Sewage Disposal Approval
 - a. Public sewer system, or
 - b. Private/On-Site system (Permit from Clermont Health District or Ohio EPA)
3. Two (2) complete sets of construction documents and site plans, as required by code.
NOTE! The site plan must be prepared by a licensed engineer or surveyor.
Exception: Replacement unit on the same lot regardless of size.
4. Applications completed and signed by applicant.
5. Flood plain determined and/or Development Permit Approval.
6. All applicable fees paid.

To complete our application you will need all project information and drawings, and your parcel tax identification number (see your tax bill or contact the Auditors office)

We will review your plans by 11:00 am the business day after submittal. Call the office after 11:00 am to verify plans were approved. If there are corrections to be made you will be given a list.

The plans that are submitted must be drawn to scale and include:

1. A floor plan, with room titles.
2. Complete working drawings of all entry steps, guards, handrails, etc.
3. Complete working drawing of footer/foundation—the footer and foundation plans must include a diagram from the manufacturer showing the load bearing points, and the footer details. Footers are required under deck and stair posts. All footings must be 30" below grade, except:
 - a. A concrete floating mat foundation system with minimum 4000# concrete, six (6) inches or more thick and reinforced with fiber, or
 - b. Pads that support the piers if the area below the unit is within a crawl space that is created with a perimeter foundation system wither structural or esthetic that has it's footing and a depth of thirty (30) inches or more,
 - c. A replacement unit can be installed on the same foundation as the unit it is replacing if it is the SAME SIZE (one foot longer or wider is not the SAME SIZE)
4. Any attached garages or additions must have detailed plans.
5. Front and rear doors are required to have permanent landings (3' x 3' minimum), steps and handrails.
6. Skirting details are necessary:
 - a. If concrete block will be set for skirting, the ground can be backfilled against it to achieve the 30" depth for frost.
 - b. If plastic or metal skirting will be used, the footer excavation must be at a 30" depth for frost.
7. Crawl space drains (inside) and sump crocks.
8. Vents are required 3 feet from each corner. One side may be omitted.
9. A blocking and anchoring layout furnished by the manufacturer.
10. A site plan showing:
 - a. Location of the unit relative to property lines and other buildings
 - b. Location of utilities such as water and septic/sewer
 - c. Gutter and down spout termination at least 6' from house
11. An incomplete application or submittal will not be accepted.

Plans that are not to scale or do not include ALL the above information
WILL NOT BE APPROVED

Inspections Required

1. Footer/Foundation, when digging is complete, but before concrete
2. Rough Inspections—Building, Electric, Plumbing, Sewer, Driveway, etc
3. Finals—Building, to check egress landings, steps, and final grade. Electric, Plumbing & etc.